



## St. Mark's, Eureka Principal

Equipping young minds for service to God, family, and community through daily study of God's Word and academic excellence.

**General Description** The Principal is accountable to the Church Board of Directors and has charge of advancing the school's mission as a Christ-centered, high-performing academic school, except as that board sets limitations.

### Qualifications

(Personal qualities)

- A Christian role model and example of a scripture-based lifestyle
- An active member of St. Mark's Lutheran Church
- A tactful, courteous, effective listener and communicator
- Professional and emotionally stable in attitude and conduct with adults and children
- A personal appearance serving as a role model of cleanliness, modesty, and good taste, and in agreement with school policy
- Ability and willingness to share with children and parents the love of Christ through personal interaction
- (Professional skills)
- Successful instructional experience in a Lutheran school
- Successful leadership experience in a Lutheran school setting
- Ability to establish and/or maintain healthy working relationships as team leader of the entire school staff
- Ability to work collaboratively with the EC Director, Pastor, DCE, office staff, and volunteers.

### General Leadership Responsibilities

The core of the Principal's leadership:

- Establish and carry out procedures that result in achieving the outcomes set by board policy.
- Lead, supervise, and support the school faculty and staff, develop/maintain employee job descriptions and handbooks, and work with faculty and staff to develop written professional development plans.
- Assist the board in developing strategic plans.
- Serve as the "face" of the school to the congregation, school parents, and community.
- Address all needs of the school's daily operation, delegating specific tasks to staff as appropriate and consistent with healthy team ministry.

### Exclusions & Restrictions

Responsibilities are carried out in a manner consistent with:

- Scriptural values.
- The Constitution and Bylaws of St. Mark's Lutheran Church.
- The governing documents of the School Board, which are hereby appended to this position description.

### Terms

- Salary and benefits will be determined based on the St. Mark's salary scale.